



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

CHEMIST 1

ANNUAL \$45,280	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$60,613	GROUP: HC 18	DATE: SEE BELOW	NO: 070680CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW (REISSUED WITH TEST DATES FOR 2014/2015)

PURPOSE OF CLASS: In the Departments of Emergency Services and Public Protection, Energy and Environmental Protection, Public Health and Transportation, this class is accountable for conducting chemical, biochemical and physical analyses of a variety of substances.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Five years of experience in an industrial, public health, toxicology, medical or materials laboratory involving scientific work in the field of chemistry.

SUBSTITUTIONS ALLOWED: (1) College training in chemistry or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in chemistry or a related field may be substituted for the General Experience. (3) Successful completion of the Connecticut Careers Trainee program in chemistry may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing to periodically undergo tests and immunizations for communicable diseases. (2) Incumbents in this class may be required to have specific education and/or experience to meet the various certification and/or licensing requirements. (3) Incumbents in this class may be required to undergo and successfully complete security background checks.

WORKING CONDITION: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles, methods and procedures of chemistry; knowledge of quantitative and qualitative chemistry; knowledge of equipment and instruments used in modern public laboratories; knowledge of applicable analytical techniques; knowledge of laboratory quality assurance and quality control policies and procedures; knowledge of universal laboratory precautions; knowledge of basic laboratory hazards and safety; skill in operation of chemical instruments and equipment; skill in data analysis and interpretation; oral and written communication skills; basic interpersonal skills; ability to conduct standard analytical chemical tests; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) **Completed Application Form (CT-HR-12)**
(2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job Chemist 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Chemist 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience performing qualitative and quantitative chemical and toxicological analyses of organic and inorganic substances. Describe your experience using analytical chemistry techniques and/or calibrating and using instrumentation to identify and determine the concentration of substances. Detail your use of a variety of (simple and complex) analytical chemistry techniques, and indicate whether you worked independently or with guidance. Detail your use of a variety of (simple and complex) instrumentation, and indicate whether you worked independently or with guidance. Include a description of your experience using computers to operate and maintain laboratory instrumentation. Detail your experience performing chemical, biochemical and physical analyses of substances (i.e. drinking water, water samples from swimming pools and bathing beaches, milk, dairy products, sewage, manufacturing/trade wastes, paint, fuel oils, materials used in building or highway construction or maintenance projects, body tissues and fluids, etc.). Be specific about the types of analyses performed, instrumentation used, and substances involved. (2) Experience preparing reports and related documentation. Describe your experience maintaining records of chemical and toxicological analyses and investigations, compiling/tabulating data, preparing charts/summaries, and/or preparing reports. Be specific as to the type, nature and purpose of the documentation that you prepared. (3) Experience with quality assurance and quality control. Describe your experience following laboratory quality assurance and quality control procedures. Detail the quality assurance and quality control activities you have participated in. Include any experience developing or making recommendations on laboratory procedures. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) A separate application/examination package must be submitted for each examination you are applying for. (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked **by December 19, 2014 for the February 6, 2015 grading date; and by June 19, 2015 for the August 7, 2015 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

(revised October 6, 2014)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.